



Section: K: General Public Relations  
Title: Use of District Personal Property and Equipment  
Number: KGA  
Status: Active  
Adopted: 3/5/1996  
Revised: 11/21/2000; 7/10/2012; 8/2/2016; 1/18/2022; 7/19/2022

Requests for use of district personal property or equipment by outside tax-exempt organizations shall be submitted to the superintendent or the superintendent's designee. Any request shall be granted or denied pursuant to guidelines for using personal property or equipment ~~developed by the administrator and~~ approved by the Board. The superintendent may establish a deposit or requirement for the purchase of insurance for use of ~~school~~ district personal property or equipment before it is removed from the school grounds or other district property. The deposit will be paid to the principal (and/or designee) and will be refunded when the property or equipment is returned in working order.

#### Lost, Stolen, or Damaged Property or Equipment

No request for use of ~~school~~ district personal property or equipment shall be granted until the requestor executes a use agreement specifying such person will agree to pay the district fair market value for any district personal property or equipment that has been lost, stolen, or has suffered irreparable damages while in the requestor's possession. For the purposes of this policy, "irreparable damages" shall include any damage severe enough that the cost to repair such equipment would be more than the fair market value of the district personal property equipment. If ~~school~~ district personal property or equipment is returned damaged beyond normal wear and tear of acceptable use, the requestor shall be responsible for the cost to repair such personal property or equipment. The district may also require the purchase of insurance.

#### Personal Use

No district equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of the superintendent; the building principal, or designee. No district personal property or equipment shall be used by the superintendent for

personal reasons at school or away from its designated location without the prior approval of the board of education.

Definition

District personal property means any property other than property that is land, buildings and property that is physically attached to land or buildings which is owned by or under the control of the school district.